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Approved For Release 2005/11/29 : CIA-RDP58-00039A000200020121-5

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans & Policy Staff/TR

DATE: 17 August 1955

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report No. 33

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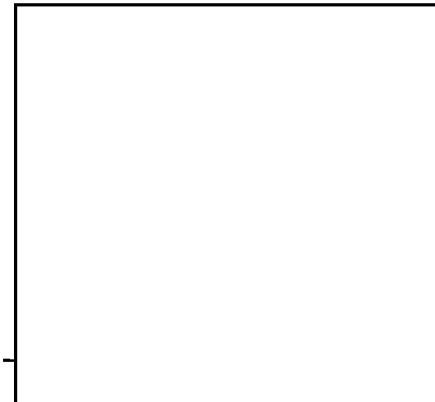
I. SIGNIFICANT ITEMS - None
 II. OTHER ITEMS

JOB NO. _____ BOX NO. _____ FILE NO. _____ DOC. NO. 21 NO CHANGE
 IN CLASS/DECLASS CLASS CHANGED TO: TS SECRET JUST 22
 NEXT REV DATE 09 REV DATE 13 Dec 79 REVIEWED TYPE DOC. 02
 NO. PGS 9 ORIGIN DATE _____ ORG COMP 11 CPL 11 ORG CLASS S
 REV CLASS C REV COORD. _____ AUTH: MR 70-3

A. OVERTIME. In addition to Time and Attendance control, the functions of overtime administration has been transferred to the Budget Fiscal Section. From now on, BFO/TR will furnish XO/TR a bi-monthly analysis of all overtime worked by OTR employees for presentation and discussion at the OTR Staff Meetings. Unless specifically authorized and justified all employees, GS-11 and above, will be required to take compensatory time off in lieu of payment for overtime worked.

B. OTR VACANCIES - GS POSITIONS.ComponentProfessionalClerical

Instructor Development Program
 Plans & Policy Staff
 Assessment & Evaluation Staff
 Support Staff/Headquarters
 Support Staff/
 Basic School
 Intelligence School
 Language & External Training School
 Operations School/Headquarters
 Operations School/
 Operations School/



25X1

* Includes:

3 Clerk Stenos - 2 applicants in process
 1 Mail Clerk

1 Time, Leave, Pay Clerk - 1 applicant in process

C. TRAVEL. The maximum per diem and mileage rates were recently increased by Congress as stated in . In this connection, student and staff travel to and from by POA will continue to be .07¢ per mile. Local area travel reimbursement has been increased to .10¢ per mile.

D. OTR TELEPHONE DIRECTORY. A revised telephone directory is being prepared in the Supply and Services Section. Completion and distribution of this directory is expected to be made on 22 August 1955.

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J. INSTRUCTOR DEVELOPMENT PROGRAM. [] OTR Placement Officer, is verifying the status of the clearances on "in process" candidates for the Program. He is also following up with recruitment as to status of several requests for field interviews on likely prospects. OTR requested such interviews several weeks ago. The Personnel Section plans to have a report ready for discussion after the 6 September 1955, Career Service Board Meeting.

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K. REGISTRAR ACTIVITIES.

1. The OTR Monthly Report of Trainees for July was disseminated 12 August 1955.

2. Memoranda for each of the IAC Agencies setting forth objectives of the Basic Orientation Course and the Intelligence Principles and Methods Course, and a procedure for enrolling their personnel in these courses have been signed by the DTR. These will be sent 17 August 1955.

3. The Registrar will attend the DDP/TO meeting, originally planned to be held at [] in the conference room of [] on 17 August 1955. The new Integrated Operations Course and the revised Operations Support Course will be discussed.

4. [] reported for duty 16 August in the Registrar's office replacing [] who is transferring to the OS/OTR.

L. [] Weekly report of the utilization of [] facilities for the period 10 August through 16 August 1955 is attached.

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A&O/TR

Attachment

[] Report

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